

University of Toronto Division of University Extension
Continuing Education Programme 1971-72



Box File

Fellows' Programme in Banking

In co-operation with the Institute of Canadian Bankers

FELLOWS' PROGRAMME IN BANKING

In co-operation with the Institute of Canadian Bankers

The Fellows' Programme in Banking consists of ten courses designed to provide formal education for men and women who wish to prepare themselves for responsible positions in banking.

A certificate of achievement will be awarded by the Institute of Canadian Bankers upon successful completion of the required courses as outlined below.

Admission

Applicants for admission to the programme:
(a) must be able to meet the general admission requirements of the University of Toronto, or
(b) must have demonstrated sufficient ability and potential at their present work to secure the recommendation of the Institute of Canadian Bankers.

Registration

Candidates for admission to the programme should apply through the personnel department of the bank in which they are employed. Enrolment requests should reach the Division of University Extension by September 10, 1971. Early application is advised.

Students may enrol in no more than two courses in the same session. Each part of the programme must be completed successfully before proceeding to a subsequent part.

Dates (unless otherwise indicated)

Mondays	Oct. 4–Dec. 13	Jan. 3–Mar. 6
Tuesdays	Oct. 5–Dec. 7	Jan. 4–Mar. 7
Wednesdays	Oct. 6–Dec. 8	Jan. 5–Mar. 8
Thursdays	Oct. 7–Dec. 9	Jan. 6–Mar. 9

Location

St. George Campus, University of Toronto

Fees

All fees are \$95.00 for 20 sessions unless otherwise indicated. Fees are not refundable after the second session. An administrative fee of \$10.00 is charged for all refunds.

For further information write or telephone:
Division of University Extension
84 Queen's Park
Toronto 181, Ontario
(416) 928-2400

PART I

Introduction to banking

J.S. White L. Gould H.R. Brown

Text Anthony, R.B., *Essentials of Accounting*, Addison-Wesley, 1966
Wyckham, R.G., *Problems in Branch Bank Administration*, Holt, Rinehart and Winston, 1970
Galbraith, J.A., *Canadian Banking*, McGraw-Hill, 1970
Mondays 6:30 p.m. – 9:00 p.m.
Wednesdays 6:30 p.m. – 9:00 p.m.
Thursdays 6:30 p.m. – 9:00 p.m.
Rooms 220, 221, 119 Galbraith Building

Business management (Business administration)

J.F. Lowery

Text Massie, J.L., *Essentials of Management*, 2nd ed., Prentice-Hall, 1971
Brown, J.A.C., *Social Psychology of Industry*, Pelican, 1954
Battersby, A., *Mathematics in Management*, Pelican, or
Beer, S., *Management Science*, Doubleday Science Series
Recommended: Drucker, P., *The Efficient Executive*, Harper & Row, 1967
Mondays 6:00 p.m. – 8:30 p.m.
Tuesdays 6:00 p.m. – 8:30 p.m.
Room D Law Building

Business management (Business administration)

S.R. Maxwell R.F. Morrison

Text Filley, A.C. and House, R.J., *Managerial Process and Organizational Behaviour*, Scott Foresman & Company, 1969
Dale, E., *Readings in Management: Landmarks and New Frontiers*, McGraw-Hill, 2nd ed., 1970
Sutcliffe, R., *People and Productivity*, McGraw-Hill, 2nd ed., 1969
Tuesdays 6:00 p.m. – 8:30 p.m.
Room 404 Carr Hall

PART II

Financial analysis and control

(Management accounting) J.G. Haag J.F. Reid

Text To be announced
Mondays 6:00 p.m. – 8:30 p.m.
Rooms 404, 248 Galbraith Building

Communications A.F. Coliaco M. Ciglen

Mondays 6:30 p.m. – 9:00 p.m.
Wednesdays 6:30 p.m. – 9:00 p.m.
Room 315, 323 East Asian Studies Building

Economics – an introduction

J.I. McDonald W.H. Merritt

Text Samuelson, P.A. and Scott, A., *Economics – An Introductory Analysis*, McGraw-Hill, 1968
Thursdays 6:00 p.m. – 8:30 p.m.
Tuesdays 7:00 p.m. – 9:30 p.m.
Room 405 Carr Hall
Room 316 Galbraith Building
Registration is limited to 40 students per class

Legal aspects of business

J.I. Stewart J.D. Brownlie

Mondays Sept. 27 – Dec. 6 Jan. 3 – Mar. 6
6:00 p.m. – 8:30 p.m.
Mondays Oct. 4 – Dec. 13 Jan. 3 – Mar. 6
7:00 p.m. – 9:30 p.m.
Room 305 Galbraith Building
Room B Law Building

PART III

Management principles and organizational behaviour (Management 1)

A.I. Hainey K.W. Preston

Text A reading list will be provided.
Wednesdays 6:00 p.m. – 8:30 p.m.
Rooms 405, 406 Carr Hall

Business policy (Management 11) J.U. Joseph

Text Learned, E.P., *Business Policy: Text and Cases*, Richard Irwin, revised ed., 1969
Mondays 6:30 p.m. – 9:00 p.m.
Room 308 Galbraith Building

Two optional courses to be chosen from the following:

Money and banking S. Sarpkaya

Text To be announced.
Mondays 6:30 p.m. – 9:00 p.m.
Room 403 Carr Hall

Marketing systems (Marketing) D.E. Simon

Text To be announced.
Wednesdays 6:30 p.m. – 9:00 p.m.
Room 116 Galbraith Building

Computer-based management information systems

(Quantitative methods) J.D. Cianci
Tuesdays 7:00 p.m. – 9:30 p.m.
Room 107 Galbraith Building
\$100.00 20 sessions